

## **Graphics/Production Specialist**

### **JOB FAMILY DEFINITION**

This classification falls within the Communications Job Family encompassing a range of work in which incumbents are responsible for providing public information communications support and analyses for the organization. This class specification represents the type and level of work performed recognizing that specific work assignments may differ from one unit to another and from one incumbent to another.

### **CLASS SUMMARY**

Incumbents are responsible for providing agency-wide graphics and publication production support for electronic and print publications, documents, and imagery.

### **DISTINGUISHING CHARACTERISTICS**

The Graphics/Production Specialist class is distinguished from other classifications in this series in that the focus is on the graphic design component of communications services, with additional process-oriented tasks related to printing, electronic publishing, and digital imagery/photography.

### **EXAMPLES OF ESSENTIAL DUTIES** *(The duties listed are illustrative only and represent the core areas of responsibilities; specific position assignments will vary depending on business needs.)*

- Creates electronic and print graphics and imagery including, but not limited to, brochures, posters, flyers, maps, logos, banners, newsletters, displays, charts, graphs, maps, web pages, and promotional materials.
- Takes photos during events; maintains photo database, as assigned; and maintains filing system for images.
- Provides customer service for graphics inquiries; collaborates with clients to determine needs; advises on production items including, but not limited to, layout, paper selection, color, and finishing.
- Installs, configures and/or troubleshoots graphics and design hardware/software; assists with researching and recommending hardware/software purchases.
- Reviews electronic and print media for compliance with graphics design standards.
- Tracks and organizes print production process; schedules and monitors print jobs.
- Assists with printing procurement, as assigned.
- Provides training to internal and/or external clients in assigned area.
- Provides orientation and guidance to new staff.
- Performs other duties of a similar nature and level as assigned.

### **EXAMPLES OF POSITION SPECIFIC RESPONSIBILITIES** *(Illustrative Only)*

Responsibilities across incumbents in this classification are covered in the “Examples of Essential Duties” list. While incumbents assigned to this classification may access, maintain or use function-specific tools and/or perform specific graphics production tasks aligned with one work unit, the general description of the work tasks involved in this class do not vary significantly and therefore no position specific duties are noted.

## **MINIMUM QUALIFICATIONS**

### **EDUCATION AND EXPERIENCE**

Four (4) years of graphic design and production experience.

*OR*

Associate's degree, preferably in graphic arts or a directly related field, and two (2) years of graphic design and production experience. *Additional directly related experience and/or education may be substituted on a year-for-year basis.*

### **LICENSING AND CERTIFICATIONS**

- None

### **KNOWLEDGE OF**

- Principles and practices of graphics and book design, including, but not limited to, typefaces, type design, layout and history, illustration techniques, and design styles;
- Principles and methods of electronic publishing and social media;
- Principles and methods of print production, printing terminology, and materials;
- Design and graphics software including, but not limited to, page layout, illustration, and image manipulation applications;
- Digital photography techniques;
- Basic principles of the Internet, web structure and e-publishing;
- Proper English grammar, proofreading marks, editorial style guides, and graphics standards;
- Court system knowledge sufficient to effectively create images consistent with the organization's brand;
- Customer service principles;
- Applicable work rules and policies; and
- Applicable business equipment and desktop applications.

### **SKILL IN**

- Interpreting and translating client ideas and concepts into effective graphic design;
- Design and layout;
- Photographic composition and editing;
- Organizing tasks, meeting deadlines, and prioritizing competing demands within assigned projects;
- Providing customer service;
- Attention to detail;
- Diagnosing hardware and software problems;
- Utilizing a computer, relevant software applications, and/or other equipment, as assigned;
- Effectively communicating; and
- Maintaining effective working relationships with colleagues, customers, and the public.

### **WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS**

The Judicial Council is an equal opportunity employer. The Judicial Council will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require: sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Incumbents generally work in a typical office environment with adequate light and temperature. The Judicial Council will make all reasonable efforts to minimize the need for employees to travel by taking advantage of virtual conferencing tools as much as possible. However, positions in this class may require local and statewide travel as necessary.

**Please Note:** *The Judicial Council classifies work based on organizational need. The distinguishing characteristics, essential duties and minimum qualifications described in this specification relate to the body of work required and not to the attributes of an incumbent assigned to perform the work.*